

Order No. 5/2020  
by the Chancellor of Czestochowa University of Technology  
of 29 September 2020

regarding:     restricting access to buildings and conducting classes at Czestochowa University of Technology

Following the guidelines of Polish Chief Sanitary Inspector and the Ministry of Science and Higher Education, and taking into account the necessity of preventing, counteracting and combating COVID-19 I hereby implement the rules concerning restricting access to buildings and conducting classes at Czestochowa University of Technology.

1. The entrances to buildings which are not under the constant supervision of reception staff will remain closed until the pandemic restrictions are lifted. Reception staff will monitor all the persons entering and leaving the buildings.
2. Every person entering the building should read the information boards containing detailed information on the principles and means of preventing, counteracting and combating COVID-19.
3. Only a healthy person, without symptoms suggestive of an infectious disease (indicating a respiratory tract infection, e.g. cough, shortness of breath, elevated temperature of 37.5°C or more), may enter the University building. This person must not be quarantined or home isolated, or share their living place with a person in quarantine or home isolation.
4. In the University buildings it is absolutely obligatory to cover the mouth and the nose (a face mask, a face shield, etc.), in accordance with the guidelines of Polish Chief Sanitary Inspectorate.
5. The obligation to cover the mouth and the nose does not apply to University employees, with the exception of staff members dealing directly with the public, staff performing cleaning works and teachers.
6. In exceptional situations (having a meal), it is permissible to uncover the mouth and the nose, but a distance of 1.5 metres from other persons must be strictly observed.
7. In order to enable identification, all University employees, PhD students, participants of the doctoral school must have their ID badges, which they should present at the entrance to the building when requested by the reception staff member. University students are identified on the basis of their ID cards. Students who do not possess their ID card have time to obtain one until 31 October 2020, and after that date immediately (i.e. within 14 days) after obtaining a student's status.

8. A University employee, a PhD student, a participant of the doctoral school, a student who fails to present an ID badge or a student ID card will not be allowed into the building. Non-staff members may enter the building with the consent of the reception staff member, but must strictly observe the sanitary regime, i.e. have the mouth and the nose covered, disinfect their hands in designated places and maintain a distance of at least 1.5 metres from other people.
9. The reception staff member may allow only as many persons other than staff/students/PhD students or doctoral school participants into the building at a time as the number of visitor passes they have at their disposal (maximum 10 passes). In particularly justified cases, the Chancellor may agree to increase the limit.
10. Persons entering the building are required to collect a visitor pass from the reception staff member and return it on leaving once their matter has been dealt with.
11. If all passes have been issued, further non-staff members must wait outside the building until the person leaving returns the pass.
12. All persons entering the building are required to sign in the visitors' register, stating their name, purpose of entry and pass number. In addition, they must enter a contact telephone number in case the source of the infection becomes known and the sanitary services initiate proceedings.
13. When recording entrances an appropriate information clause on the processing of personal data GDPR - Annex No. 1 to the said Order- shall be available to visitors.
14. Access to University buildings is restricted as provided for in the provisions set out in points 1-13.
15. Only a healthy person, without symptoms suggestive of an infectious disease (indicating respiratory tract infection, e.g. cough, shortness of breath, elevated temperature of 37.5°C or more) can attend the classes. Persons who are quarantined or home isolated or who share their living place with a person in quarantine or home isolation cannot participate in classes.
16. Other classes than those conducted with students as part of the study programme, e.g. project classes, postgraduate classes, classes for cooperating schools, etc., may be conducted in agreement and with the consent of the Dean of the respective faculty at which they are held, while maintaining the sanitary regime and after obtaining the Chancellor's approval to increase the pass limit, as stipulated in points 1-13. These classes should be organised outside the main classes conducted at the faculty, and the participants of these classes should have appropriate IDs according to the Chancellor's order.

17. For all participants of classes (students / PhD students / participants of the doctoral school and other classes), it is mandatory to cover the mouth and the nose (a face mask, a face shield, etc.), in accordance with the guidelines of Polish Chief Sanitary Inspectorate, both in and out of the classroom. In exceptional situations (having a meal), it is permissible to uncover the mouth and the nose, but it is absolutely necessary to observe a 1.5-meter distance from other people.
18. University staff conducting classes are required to cover their mouth and the nose (a face mask, a face shield, etc.) in accordance with the guidelines of Polish Chief Sanitary Inspectorate.
19. During the first class students submit, on the template provided by the teacher (Annex No. 2 to the said Order), a declaration of a student attending classes conducted on the premises of Czestochowa University of Technology during the period of limitation on the University's functioning in connection with preventing, counteracting and combating COVID-19.
20. Every person entering the building should read the information boards containing detailed information on the principles and means of preventing, counteracting and combating COVID-19.
21. Immediately after entering the University building, as well as before and after the classes, hands should be disinfected (even if protective gloves are worn).
22. It is forbidden to bring any unnecessary objects to the classroom or use mobile phones during the classes.
23. Personal belongings should be left in the place indicated by the teacher. When leaving or picking up their belongings, students are obliged to observe appropriate safety measures (a distance of at least 1.5 meters from others and a mouth and nose coverage).
24. While waiting to enter the classroom, students should observe a 1.5-metre distance from others. It is forbidden to enter the classrooms in the teacher's absence.
25. Students should enter the classroom individually, at the invitation of the teacher, and take their seats indicated by the teacher. It is not possible to independently select and change seats and move around the classroom during the classes.
26. While leaving the classrooms after classes students should follow the teacher's instructions, observing a minimum 1.5-metre distance from others.
27. Only class participants and the University staff conducting the classes may stay in the classroom.

28. During the mid-class breaks, students may leave the University building, while observing a 1.5-metre distance from others.
29. The size of class groups should be adjusted to the number of seats in the classrooms, taking into account the sanitary regime, so that there is a minimum of 1.5 metres of space between persons at workstations with regard to classes in which the student takes a seat at a desk, computer, etc., and with every second seat occupied in a row and in alternating rows.
30. Class participants requiring the assistance of third parties are not obliged to observe a social distance. Assistants of people with disabilities staying at the University building or participating in classes are obliged to comply with the University rules, except when compliance with the said rules is not possible due to assistant duties.
31. Each class participant is obliged to use their own accessories / items necessary for the efficient and effective class participation. It is not permissible to borrow other participants' items.
32. The University staff conducting classes and class participants are obliged to comply with all applicable safety requirements of Polish Chief Sanitary Inspectorate as well as with all recommendations and guidelines in force at the University, under pain of not being able to participate in classes or being refused to be admitted to classes in the event of non-compliance with the above-mentioned requirements and recommendations, in particular with regard to mouth and nose coverage and proper hand hygiene (disinfection).
33. The corridor seating may be occupied in accordance with the marking of seats ensuring a distance of at least 1.5 meters.
34. At the entrance to the building and classrooms, information should be provided on:
  - a) the obligation to observe a 1.5-metre distance from others,
  - b) the obligation to use a mouth and nose protection and hand disinfection,
  - c) the possibility of class participation only for healthy people, without symptoms suggestive of an infectious disease, who are not quarantined or home isolated and who do not share their living place with a person in quarantine or home isolation.
35. Avoid gathering of people before, during and after the class. For this purpose, participants should be informed in advance about safety rules and entry to classes should be organized in a way that prevents gathering of people (e.g. time intervals).
36. Hand washing instructions should be displayed in rooms with access to wash basins.

37. If possible, the first aid kit in the laboratory should be supplemented with FFP2 / N95 protective half- mask.
38. Personal Protective Equipment dedicated to a specialized type of work at the workstation (laser protective glasses, machine tools, etc.), if provided, should be disinfected beforehand.
39. Classrooms should be aired regularly, also before classes, at least every hour during classes. If possible, it is advisable to conduct classes with the windows open.
40. The doors to the classroom and all rooms used by participants should be open. If, for safety reasons, a door cannot be opened, the door handles / handle bars and surfaces that may be touched should be disinfected at least once a day.
41. The seats and touch surfaces should be disinfected after each class or at least once a day.
42. When disinfecting, follow the instructions provided by the manufacturer of the disinfectant and the laboratory equipment. It is important to allow the time necessary to air the disinfected rooms.
43. In relation to counteracting COVID-19 infection the teacher should:
  - a) check whether students are equipped with personal protective equipment,
  - b) count the people present in the room and check the attendance list,
  - c) familiarize the participants with the room regulations and instructions,
  - d) supervise the class participants in terms of compliance with the sanitary and epidemiological regulations.
44. In the building or complex of buildings where the classes are conducted, a space should be provided where a person having symptoms of an infectious disease, as referred to in point 15, can be isolated and can wait until individual transport home or the arrival of the ambulance service has been arranged . The isolated person should be equipped with a face mask and gloves and the appropriate physical distance from the person should be maintained at all times.
45. In the event of deterioration in health of the above-mentioned person, the ambulance service should be called immediately, and the relevant sanitary-epidemiological station should be notified.
46. A person who, while on the premises of the university, has noticed the symptoms referred to in point 15, is obliged to contact:

- 1) a primary health care doctor (online medical consultation) / ambulance service /the sanitary and epidemiological station
  - 2) immediate superior / dean's office,
- and to follow the guidelines received.

47. Supervision over the correct implementation of these rules with regard to conducting classes is exercised by the Occupational Safety Department and the Deans of respective faculties.

48. The Order No. 36/2020 of the Chancellor of Czestochowa University of Technology of 6 July 2020 shall expire.

49. The order shall come into force on the date of its issue.

Chancellor of  
Czestochowa University of  
Technology

Arkadiusz Kociszewski, PhD, Eng.